.  **Enter name and salary expectations of client below**.

1. **Select up to 15 Industries or all in Table #1 and up to 6 Positions in Table #2**

 (For example, next to Industry Codes, you might enter ACC, ADV, AER, AGR, APP, AUT).

 ***Your selections should be aligned with your résumé focus and targeted industries.***

**Approximate compensation level: $**

1. **Email your selections to resumepro@gmail.com** in the below two rows and then paste in the body of the email. (*Please do not copy and paste Tables 1 & 2*).

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name:***  |  | ***Salary Expectations:*** |  |
| ***Industry Codes:*** |  | ***Position Codes:*** |  |

**Title for subject line of email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Table #1- INDUSTRIES: *Select NO more than 10 unique industries or “All”*** |
| **ACC**  | accounting | **EQ**  | equipment, machinery | **MIN**  | mining |
| **ADV**  | advertising, public relations | **ESS**  | executive search, personnel agencies | **MOR**  | mortgage industry |
| **AER**  | aerospace | **FIN**  | financial services | **NAT**  | natural resources |
| **AGR**  | agriculture/business | **FOD**  | food and beverages | **NP**  | non-profits |
| **APP**  | apparel | **FOR**  | forest products/pulp/paper, lumber | **O&G**  | oil & gas |
| **AUT**  | automotive, motor vehicles, trucks | **FRA**  | franchising | **PAC**  | package goods |
| **BAN**  | banking | **FRN**  | furniture and fixtures, lighting | **PAP**  | paper |
| **BIO**  | biotechnology/equipment | **GEN**  | generalist, most industries | **PHR**  | drugs, pharmaceuticals |
| **BOA**  | boats/marine | **GOV**  | government, public administration | **PLS**  | plastics |
| **BRK**  | brokers | **HEA**  | healthcare/hospitals, medical | **PRN**  | printing |
| **BRO**  | broadcasting, media, TV/radio/cable | **HIT**  | hi-tech | **PUB**  | publishing |
| **BUI**  | building products/systems | **HRS**  | Human resource services | **REA**  | real estate |
| **CHM**  | chemicals | **HSP**  | hospitality, hotels/restaurants | **R&D**  | research and development |
| **CMM**  | communications, telecomm | **IND**  | industrial | **RTL**  | retail trade |
| **CMP**  | computers | **INR**  | instruments, measuring, test equip. | **RUB**  | rubber |
| **CNS**  | construction | **INS**  | insurance | **SEC**  | security services/products |
| **CON**  | consumer | **INT** | International | **SER**  | services |
| **CRE**  | credit/credit card | **INV**  | investment banks | **SFT**  | software |
| **CSG**  | consulting, management consulting | **LAB**  | laboratories | **SPO**  | sports |
| **CSM**  | cosmetics, perfume, soap | **LAW**  | law firms | **STO**  | aggregates, stone/gravel/silica |
| **DEF**  | defense | **LEA**  | leasing | **TEX**  | textiles |
| **DIR**  | direct marketing | **LEI**  | leisure/recreation | **TRA**  | travel |
| **DP**  | computer svc., data proc., inf. tech. | **LOW**  | low tech industries | **TRN**  | transportation |
| **ED**  | education, higher education | **MAN**  | manufacturing | **UTI**  | utilities |
| **ELC** | electronics, semiconductors | **MAR** | marketing | **WAS** | hazard ous waste, waste |
| **ENG** | engineering | **MAT** | specialty materials | **WHL** | wholesale trade |
| **ENR** | energy | **MCA** | managed care | **WIR** | wireless communications |
| **ENT** | entertainment, film, gaming | **MDE** | medical devices | **WWW** | e-commerce, internet, new media |
| **ENV** | environmental | **MET** | metals |  |  |

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| **Table #2 - POSITIONS: *Select NO more than SIX positions/categories*** |
| **ACC**  | accounting, budgeting |  |  | **PAC**  | packaging |
| **ACT**  | actuaries | **FAM** | Family Office | **PHY**  | physicians |
| **ADM**  | administration, clerical, secretarial | **FIN** | financial | **PLN**  | planning |
| **ADV**  | advertising | **GEN** | generalist, management | **PMN**  | project management |
| **AFF**  | Affirmative action, diversity, multicultural | **GRA**  | graphic arts/design | **PRE**  | public relations |
| **ARC**  | architects | **HR**  | human resources, personnel | **PRO**  | process control |
| **AUD**  | auditing | **IND** | assembly, industrial labor, light industrial | **PUR**  | purchasing |
| **AUT**  | automation | **LAB** | laboratory personnel | **QUA**  | quality |
| **BOD**  | board of directors | **LAW**  | lawyers, paralegals | **REG**  | regulatory affairs |
| **CAL**  | call centers, customer. service, technical support | **LOG**  | logistics, materials management & planning | **RIS**  | risk management |
| **CAS**  | cash management | **MAN**  | manufacturing plant management, prod. | **R&D**  | research & development |
| **CNS**  | consulting, management consultants | **MAR**  | marketing | **SAF**  | safety |
| **COP**  | copyright, intellect. prop., trademark  | **MED**  | medical, physicians/nurses/therapists | **SAL**  | sales |
| **COR**  | corporate relations, investor relations | **MER**  | merchandising | **SEC**  | security |
| **CRE**  | credit & collections | **MIS**  | information technology systems. | **SEN**  | senior management |
| **DES**  | design, product development | **MNA**  | mergers & acquisitions | **TAX**  | taxes |
| **DEV**  | development/fund raising, non profit | **MRE**  | market research, product research | **TEC**  | scientific, technical |
| **ECO**  | economics | **NET**  | networks/lan/wan | **TEL**  | telecommunications |
| **EDU**  | education, training | **NUR**  | nursing | **TEM**  | contract interim temp. placement |
| **ENG**  | engineering | **OPS**  | operations | **THE**  | therapists |
| **ENV**  | environmentalists | **ORE**  | operations research | **TRA**  | traders |
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